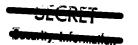
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3. PROGRAM OF THE CLERICAL TRAINING BRANCH

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Security Information

PROGRAMS OF THE CLERICAL TRAINING BRANCE

There are three separate programs provided by the Clorical Training Branch.

- and is designed for two groups: (a) those clerical employees—fully cleared or provisionally cleared—who have not yet met Agency standards in typing and shorthard, and (b) those clerical employees provisionally cleared and awaiting their full clearance. It is presently geared as a one-week course with additional work that may be arranged for a second week. Since approximately 50% of new clerical employees these days are fully cleared when they report to the Agency, less than half of the new people attend the Clerical Induction Course.
- 2. The Clerical Orientation Program is required for all new cleared clerical personnel prior to their assignment to an office. It is given in Alcott Hall and is a two-day course for all clerks, a three-day course for all who type. There is no repetition here of material given in the Clerical Induction Course. (Extension 2056)
- 3. The Clerical Refresher Program is given at Alcott Hall for on-duty personnel. Three-week courses in clerical subjects are offered every fourth week. These include: (a) standard clerical subjects offered each time (typing and shorthand), (b) courses offered periodically (typing shortcuts, filing, English Usage, etc.), (c) courses given on request (stenotyping, report writing, telephone lab, special filing problems, dictation course for bosses, accounting, Correspondence Manual, etc.)

It is important to note that an individual may sign up for an hour each day or for as many hours as desired. The Clerical Refiresher Program is designed to meet the needs and requests of all offices. It is not a rigid and unverying schedule of classes. (Extension 2100)

April, 1953

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Clerical Orientation Course

Cutline of Content

Security - Stressed throughout every class.

Elements of Intelligence

Intelligence defined. Introduction to basic information necessary to understand mission of CIA.

Organization of the Government

Structure of U. S. Government, and this Agency's relative position in it. Special emphasis on current changes, reorganization.
Recommended reading for background in government, intelligence.

Covernment Terminology

Introduction to words peculiar to government, and to intelligence; scientific and geographic words. Spelling stressed. Use of dictionary.

Agency Forms and Procedures

Most frequently used forms explained, using Vu-Graph. Practical problems.

Organization of CIA

Explanation of internal structure of Agency, with emphasis on functions.

Office Protocol

Discussion of human relations on the job. Accent on office courtesy, punctuality, discretion, adaptability, attitude. Examples cited of special Agency problems within this area, and of pitfails to avoid. Fersonnel Evaluation Report explained as first step in Career Service Plan. Overseas glamour played down; problem of college girl in clerical slot discussed.

Buildings and Shutiles

Practical information regarding physical location of buildings shuttle routes.

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CIA Regulations

Categories of issuances, and respective methods for handling. Maintenance of namual.

History of Intelligence

Background meterial of a general nature.

Mailing Procedures and Document Classification

Instructions for handling mail classified up to Top Secret.

Filing

General information on Agency systems. Practical problems.

Library

Information on facilities available; instructions as to how to use them.

Area Study

Geopolitical concepts. Effort to stimulate reading and study. Emphasis on occrect spelling, where to find information, etc.

Telephone Techniques

Courtesy, security restrictions. Practical information on where to call for various services.

Telephone Lab

Physical set up of Agency phones. Accent on voice quality, helpfulness, general approach. Each student's voice recorded during phone conversation and played back for analysis and self-criticism.

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Mechanics of Correspondence

Exercises designed to point up weaknesses in spelling, punctuation, capitalization, and hyphenization. Brief statements of current usage.

Typing Shortcuts

Practical problems using typewriter: stencils, dittos, carbon copies, labels, rough draft preparation, tables, erasures; chain feeding of cards, envelopes.

Correspondence Manual

Intensive half-day of lecture and study of CIA correspondence. Practical problems using this information.

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20 July 1953

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CLERICAL INDUCTION TRAINING

Office of Training

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503 501 510	\$:30-, 9:15	Shorthand I Transcription II Typing Practice	P K Monitor
503 501 510	9:20-10:05	Transcription I Shorthand II Typing Practice	P K Monitor
502 503	10:25-11:10	Typing I Shorthand Practice	P Menitor
502 503	11:15-12:00	Typing II Shorthand Fractice	M Monitor
503	12:05-12:50	English Usago A	K :
502	1:00- 1:50	Typing (old)	X
503	1155- 2140	Rnglish Usage B	• • • • • • • • • • • • • • • • • • •
502	2155- 3130	Typing Practice	Menitor
503	2115- 3:30	Geography	M
503	B1110- 4:25	Word Usage	ĸ